

## **PRV – Accepting Live Checks at the IME Front Desk**

### **Purpose:**

Ensure that checks presented to the IME by a visitor are secured in a lock box until picked up by two designated staff members of the IME Core Unit.

### **Identification of Roles:**

IME Receptionist  
IME Core Unit

### **Performance Standards:**

N/A

### **Path of Business Procedure:**

**Step 1:** Visitor signs the Visitor log-in sheet

**Step 2:** Visitor presents check to the receptionist

**Step 3:** Receptionist ensures that check in an envelope

Yes – Proceed to Step 5

No – Proceed to Step 4

**Step 4:** Receptionist provides the visitor with an envelope

**Step 5:** Receptionist places check in the lock box located under the table at the front desk

**Step 6:** Receptionist initials the visitor sign-in log in the column labeled *Initial of Outreach Person Assisting*

### **Forms/Reports:**

N/A

### **RFP References:**

N/A

### **Interfaces:**

N/A

### **Attachments:**

Process Map

